

AIDS AND GUIDANCE FOR PREPARATION
OF THE FY 79 APP REPORT (PART I)

Page 1 - OVERALL PLAN FOR PROJECTED CHANGES IN PERSONNEL STRENGTH - FY 79
(To be completed by the Career Service. Not for Subgroup use.)

Line 1: A Career Service on-duty figure as of 7/1/75 (Base Year) and is a carry over line from previous year's APP. It is included for comparative purposes. Do not adjust for any reorganization differences in the past three years.

Line 2: Represents a 12 month period (7/1/77 through 6/30/78) and is a Career Service on-duty figure obtained from the computer listings cited on the bottom of the page (should also be a compilation of Subgroup ODS).

As you are aware, losses to one Career Service are a gain to another and in the Agency compilation, these figures should have a close relationship. If possible, please keep an informal record of which Career Service gained your "losses" and which one lost your "gains". This will help us to identify any serious discrepancies for the overall report. However, as noted in guidance for Line 7, the CT group will be a "gain" to the Career Service in excess of the Career Service loss.

Line 7: Gains to Agency - Since some employees without a designated Career Service are not included in the on-duty figures of any component, care must be taken to include reassignments into your Career Service from TAS as gains to the Agency and not as a gain to your Career Service. CT's, even though they do not have a service designation at EOD, are counted against Agency strength on EOD and should be counted as a gain to your Career Service when assigned to your component from the Career

Trainee Program. Other gains to the Career Service should include only employees presently on duty with an assigned SD who are transferred into your Career Service with a change of their SD.

Lines 10 and 11: Projected promotions should meet Career Service promotion guidelines as much as possible, unless appropriate explanation exists for discrepancies. Approval of promotion actions will be based on conformity to the promotion plans and the implementation of promotion plans will be monitored.

Page 1a - OVERALL PLAN FOR PROJECTED CHANGES IN PERSONNEL STRENGTH - FY 79
(To be completed by Subgroups only.)

Line 1: A Career Service Subgroup on-duty figure as of 7/1/75 (Base Year) and is a carry over line from previous year's APP. It is included for comparative purposes. Do not adjust for any reorganization differences in the past three years.

Line 2: Represents a 12 month period (7/1/77 through 6/30/78) and is a Subgroup on-duty figure obtained from the computer listings cited at the bottom of the page.

Lines 10 and 11: Components are cautioned here to be certain that their projected FY 79 promotions are coordinated with the parent Career Service. The plans should meet promotion guidelines as much as possible, unless appropriate explanation exists for discrepancies. Approval of promotion actions will be based on conformity to the promotion plans and the implementation of promotion plans will be monitored

Other lines on Page 1a are self-explanatory. This page should be completed by all Subgroups and returned as part of the consolidated Career Service report.

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Page 2 - PROJECTED CAREER SERVICE ODS BY CATEGORY

Lines 1, 3 and 5 are obtained from the computer listing cited at the bottom of the page. Grand Total of Lines 2, 4 and 6 projected Career Service ODS when totaled should agree with total of Line 9, Page 1.

Page 3 - PROJECTED PERSONNEL LOSSES AND PLANNED PERSONNEL GAINS

These charts will project movement of personnel internal, e.g., between Subgroups and between Career Services and external, into and out of the Agency. Under "internal movement" project only employees who actually have a change in Career Service or a change in Career Subgroup designation. Under Professional Gains, projected clerical and technical conversions should be separated from the internal gains numbers and counted in the Clerical/Technical Conversions column. When totaling projected Planned Personnel Gains add clerical and technical conversions to "Subgroup" column. On the "Projected Personnel Losses Chart" consider projected clerical and technical conversions as Subgroup losses.

Page 4 - PROFESSIONAL GAINS

Line 1: Obtained from computer listing cited at the bottom of the page.

Line 2: The numbers under each grade GS-12 through GS-16 and above of the Planned Lateral Entry Chart should be included in the appropriate external column of the Planned Professional Gains. Clerical and/or technical employees converted to professional status should not be included in the Planned Professional Gains Chart.

The projected combined totals of clerical and technical employees converted to professional status from this page should be transferred to Page 3, Line 4 under Clerical/Technical Conversions.

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Page 5 - ROTATIONAL ASSIGNMENTS OF GS PROFESSIONAL EMPLOYEES

Lines 1 and 3: Obtained from computer listing cited at the bottom of the page.

Lines 2 and 4: Your projections for both rotational assignments into and out of your Career Service.

An agreed tour as used on these charts refers to a tour in which the employee actually performs all of the duties of an assigned position outside his or her own Career Service or Career Subgroup for a period of time in excess of six months. During this period the employee might be slotted either against his or her own Service's Development Complement or a slot on the host Service's T/O. A detail wherein an employee is assigned to "help out" or do an ad hoc study is not considered an agreed tour. The "in" and "out" totals of Subgroup moves within a Career Service (Intra) should balance for the Career Services. As in the Career Service Losses and Gains on Page 1, the inter-Career Service "in" and "out" moves should balance when the Agency Consolidated Report is prepared.

Page 6 - PROFESSIONAL EMPLOYEES - IDENTIFIED SEPARATION/REPLACEMENT REQUIREMENTS

Line 1: Obtained from computer listing cited at the bottom of the page.

Total of Line 1 should agree with the total of Lines 12 and 15.

Total of Line 4 should agree with the total of Lines 13 and 16.

Total of Line 5 should agree with totals of Lines 14 and 17.

Pages 7 through 10 - EEO STATISTICS - PROFESSIONAL

Line 4 of all pages should be carried over from Line 2, Page 2.

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Line 7 of all pages will be the same and will reflect the reporting components projected professional promotions.

On the promotion charts, report promotions "to" and not promotions "from". Example: A GS-11 being promoted to GS-12 would appear in the GS-12 column.

Pages 11 through 14 - EEO STATISTICS - TECHNICAL

Line 4 of all pages should be carried over from Line 4, Page 2.

Line 7 of all pages will be the same and will reflect the reporting component's planned technical promotions. Same promotion "to" guidance as for professionals.

Page 15 - MOVEMENT OF CLERICAL/TECHNICAL EMPLOYEES INTO PROFESSIONAL STATUS

Numbers for Projection for 9/30/79 in the small section titled "Total Moves to Professional Status" should be carried over from Line 4, Page 4 of this report. The two other sections of this page are breakouts of total Clerical/Technical Conversions to professional status. The totals in the breakout sections will not agree with "Total Moves to Professional Status" (the smaller section of this page) since women who are also minorities will be counted twice in the larger breakout sections.

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